



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 28, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 29, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, October 13, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Senior Contract Compliance Representative
Region 1/District 1/Executive
Highways Project Implementation
Schaumburg

Attachments
41129

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, October 13, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary Range:	\$5,015 - \$9,155
Position Title:	Senior Contract Compliance Representative	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-51-001-00-01	IPR#:	41129

Office/Central Bureau/District/Work Address:

Office of Highway Project Implementation/Region One/District One/Executive-Contract Compliance/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for implementing equal opportunity, affirmative action, and labor compliance provisions that apply to all state-supervised construction projects in an assigned geographical area as well as those rules and regulations governing participation of disadvantaged and women's businesses and the utilization of women and minorities in the workplace.

Special Qualifications:

Required:

- Valid driver's license
- Extensive same day district-wide travel and occasional overnight travel; mandatory overtime during construction season

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, public finance and public administration
- Five years of experience in the highway construction industry or equivalent combination of experience and training
- Knowledge of the DBE Program, EEO/AA Programs and Labor Compliance, as well as experience working with special provisions and federal and state legislation
- Ability to interact effectively with individuals from various disciplines and backgrounds; the ability to show sensitivity to other's points of view; and the ability to maintain harmonious working relationships
- Strong oral and written communication skills
- Working knowledge of computer systems and databases

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December, 2015	POSITION:	Senior Contract Compliance Representative
APPROVED BY:	Philippe H. Victor	OFFICE/DIVISION:	Highways/District One
CODE:	PW414-23-51-001-00-01	REPORTS TO:	Contract Compliance Officer

Position Purpose

This position is accountable for implementing equal opportunity, affirmative action, and labor compliance provisions that apply to all State supervised construction projects in an assigned geographical area, and also those rules and regulations governing participation of disadvantaged and women's business and the utilization of women and minorities in the workplace.

Dimensions

Number of Contracts:	150+ annually
Value of Contracts:	\$200+ million annually
DBE/WBE Contracts:	125+ Contract
Subcontract Requests:	600+ annually

Nature and Scope

This position reports to the Contract Compliance Officer as do the Contract Compliance Representatives, Contract Compliance Analysts, DBE Resource Center Representative, DBE Resource Center Associate and an Office Associate.

This position operates within an assigned geographical area and is responsible for ensuring contractor adherence to numerous State and Federal rules and regulations governing Equal Employment Opportunity and Labor Compliance programs and participation by disadvantaged and women's businesses in highway construction. It functions in the District's counties which are highly urbanized and rapidly developing a considerable percentage of minority groups. The areas are characterized by declining right of way and high traffic volumes, increasing the engineering and technical difficulties of highway improvements projects, which complicates the use of disadvantaged and women's business firms. The large number of contractors and subcontractors doing State work increases the difficulty of ensuring adherence to applicable rules and regulations.

Typical problems encountered in this position include: determining the most effective means of inspecting and evaluating contractor compliance with equal opportunity laws, labor compliance, and disadvantaged business program requirements; determining the adequacy of contractor minority training programs; and resolving the differences with contractors regarding regulations of labor compliance and equal opportunity regulations. The greatest challenges to this position is to ensure that all opportunity and labor compliance requirements and standards for participation by disadvantaged and women's business, and utilization of minorities in the workforce.

The incumbent personally: informs and interprets, for contractors, the equal employment opportunity and labor compliance requirements at preconstruction conferences; conducts job site inspections, reviews contractor's records, and interviews contractor and State personnel to obtain data that reflects the degree of compliance; continuously encourages contractor to use disadvantaged and women's businesses and subcontractors and minorities in the workforce, and meets with representatives of local citizens groups such as city Urban Leagues, and a wide variety of local community groups to inform them of the requirements and options of equal opportunity, labor compliance, and disadvantaged and women's business participation.

Operating under basic Federal and State regulations pertaining to equal employment opportunities and a labor wage requirement, the incumbent has great latitude when applying these regulations to specific situations. The incumbent will assist the Contract Compliance Officer of the Federal Highway Administration as well as Resident Engineers, Local Agency Representatives, contractors, and labor union representatives, and community groups. The incumbent will assist the Contract Compliance Representatives as needed, as well as have office and analytical duties as assigned.

The incumbent will have contact internally within the Office and Region, externally; s/he will have contact with the Federal Highway Administration, Local Agency Representatives, contractors, labor union representatives and community groups. Extensive same day travel within the District and occasional overnight travel is required. Mandatory overtime will be required during the construction season.

The performance of this position is measured by the absence of deficiency citations in departmental or federal inspections, and by the District's compliance with assigned goals regarding participation of disadvantaged and women's businesses.

Principal Accountabilities

1. Ensures compliance with Contract Special Provisions relating to EEO and Labor Compliance and Affirmative Action.
2. Aids contractor in maintaining pre-assigned minority representation and devises actions to remedy deficiencies.
3. Maintains such effective liaison with contractors and minority groups that facilitates equal opportunity compliance.
4. Ensures accurate and timely submittal of required reports. Office and analytical duties as assigned.
5. Provides for optimum compliance with Disadvantaged Business Enterprises and Women's Business Enterprise programs.
6. Performs other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.